

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

SECTION CHIEF COLLECTIONS SECTION

Description:

- Handle all phases of litigation, including research, pleadings, motions, briefs, hearings, and trials. Initiate and pursue litigation required in order to collect liabilities owed to agencies of state government.
- Attend hearings, depositions, and trials involved in assigned cases and advise client agencies.
- Review proposed offers to compromise claims, and negotiate settlements.
- Communications with debtors and client agencies.
- Instruct, supervise, and monitor the work of the designated support person[s].
- Other tasks as assigned.

Minimum Qualifications:

- Prior litigation experience in state or federal courts.
- Knowledge of collection law, collection practices, and bankruptcy law.
- Knowledge of court procedures and policies, state statutes, legal research methods, Microsoft Word and computer equipment and software.
- Ability to handle large caseload. Attorney must manage cases by filing pleadings, responding to agency inquiries, attending hearings and trials.
- Excellent communication skills. Position requires regular communication with client agencies regarding relevant information necessary for determining the appropriate action in the assigned cases.
- Must be licensed to practice law in the State of Indiana.